

# CITY OF NEWBERG POSITION DESCRIPTION

**Class Title:** Library Director  
**Department:** Library

**Range:** 200  
**FLSA Status:** Exempt  
**Date:** October 2016

## **GENERAL STATEMENT**

As a member of the Executive Management team this position has direct input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for the Library and is responsible for supervising all operations and personnel within the department. An incumbent has significant control over the planning and performance of the work while performing a variety of high level administrative, technical work in planning, organizing and implementing the programs and services of the Library. The Director has frequent contact with staff, vendors, publics, members of other government entities and elected officials.

## **SUPERVISION RECEIVED**

Works under the broad policy guidance and direction of the City Manager.

## **SUPERVISION EXERCISED**

The Library Director provides overall supervision for all employees of the department. This may be direct supervision or indirect supervision through one or more division managers.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manages and supervises Library operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range Library plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice on Library issues to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;

Performs or assists staff in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Oversees the selection and general collection of books and other items contained in the Library; reviews major selection tools; approves Library purchase orders; reviews books, periodicals and collections which are outdated or not used, and coordinates removal and disposition.

Coordinates Library development and fund raising; solicits and accepts gifts for the Library.

Oversees Library services.

Assures that Library facilities and equipment are maintained properly, and coordinates maintenance and repair functions.

Coordinates the Library program with other city departments, and outside organizations such as the school district, historical society, cultural center and various community-based groups.

Represents the City and the Library to various community organizations and to the cooperative regional Library system.

Reviews program areas, implements changes or adds new programs to meet Library needs of the community; develops, maintains and implements a Library master plan.

Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of Library operations. Assures compliance with established policies and procedures.

Promotes interest in Library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizens groups, students and other business and civic organizations.

Prepares and administers budget for all areas under Library department; orders all new and replacement equipment.

Prepares a variety of reports and maintains necessary operating records.

Supervises the control of, and is responsible for, all materials and supplies used in the maintenance, construction and repair of the Library facilities.

Prepares cost estimates to plan and provide for improvements in the Library system; oversees Library improvements.

Maintains liaison with other departments as well as state, local, and other public officials.

Answers letters of inquiry and talks with patrons; addresses public and civic organizations, which will inform the public of policies, procedures and the availability of facilities for public use.

Supervises and manages the planning of new libraries and all of the amenities that would be necessary for the proper construction and maintenance of those facilities.

Schedules and runs various special Library activities throughout the year, such as reading programs, etc.

### **PERIPHERAL DUTIES**

Performs a variety of miscellaneous administrative duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for use of Library facilities, setting up tables and chairs for programs, etc.

Serves as a member of various City employee committees, as assigned.

Assists staff in the performance of their duties as required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **QUALIFICATIONS**

#### **Education and Experience:**

Graduation from a college or university with a Master's degree in Library science, and five (5) years of progressively responsible experience in Library operations, including two years in a supervisory capacity.

#### **Special Requirements:**

Possession of, or ability to obtain by date of hire, a valid state driver's license.

Must successfully pass a criminal history background check. Must be able to pass the department's security clearance standards for unescorted access to certain City facilities, including review of driving record.

#### **Knowledge, Skills & Abilities:**

- Thorough knowledge of the principles and practices of modern Library systems and programs.
- Thorough knowledge of Library collection classification and selection tools and techniques.
- Considerable knowledge of community Library needs and resources.
- Considerable knowledge of equipment and facilities required in a comprehensive Library system.
- Working knowledge of the principles and practices of office management, work organization and supervision.
- Skill in operation of computers, peripheral computer devices and hardware, standard office equipment and specialized library services equipment.
- Skill in using word processing, spreadsheet, data base, desk-top publishing and website management software.
- Ability to plan, organize, coordinate and implement a comprehensive Library system.
- Ability to accurately classify and catalog library materials.
- Ability to coordinate, analyze, and utilize a variety of reports and records.
- Proven ability to demonstrate effective personnel traits such as initiative, creativity, judgment, fairness and impartiality.

- Ability to communicate effectively, verbally and in writing. Bilingual ability preferred.
- Ability to establish and maintain positive and cooperative working relationships with City staff, other agencies, and the general public by demonstrating respect for individuals and for City property and resources.

### **TOOLS AND EQUIPMENT USED**

Library computer system; personal computer, including word processing, spreadsheet and data base management software; electronic reference resources; standard office equipment and communication devices; City vehicle.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential-jøb functions of the job.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is generally moderate with occasional loud outbursts.

*This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Revision history: October 1994, August 2002